



**ARMY MEDICINE**  
Serving To Heal...Honored To Serve

## Dwight David Eisenhower Army Medical Center

### Visitors and Contractors Information Guide





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### What to do in case of fire:

Use the acronym RACE

**Rescue:** anyone in danger

**Alarm:** sound the alarm , dial 911

**Confine:** close all doors

**Evacuate:** exit to rally points.

### How to use a fire extinguisher:

Remember the acronym PASS

**Pull** the Pin

**Aim** the nozzle/hose

**Squeeze** the handle

**Sweep** side to side at base of fire

### What to do in case of an accident:

Contractors report all accidents and near misses to the project safety officer and DDEAMC QA. Visitors report accidents and near misses to the DDEAMC Safety Office (during M-F, 0800-1700 hrs) or AOD (after regular duty hours, weekends and holidays). If emergency assistance is required, dial 911.

### Tobacco Policy:

The use of tobacco products and/or smoking is prohibited in any DDEAMC buildings or within 50 feet of the entrances/exits to such buildings, away ventilation systems, or areas commonly used by non-tobacco users. Personnel who desire to use tobacco products will be directed to designated, outdoor smoking areas. Personnel using designated smoke areas will dispose of residue in appropriate containers.

CODE	DESCRIPTION
RED	Fire (Dial 911)
BLUE	Emergency Life Saving (Dial 18)
PINK	Infant/Child – Abduction
SILVER	Child/Adult – Lost/Eloped
BLACK	Bomb Threat
GREY	Disaster (Standby/Activate Plan)
GREEN	Combative/ Disruptive Person (Dial 787-9911)
WHITE	Active Shooter/Armed Intruder
ORANGE	HAZMAT Incident
YELLOW	Utilities Failure



### Safety Office

Rm: 3I-21

706-787-6280/2621

### Security Office

Rm: 2B-54

706-787-3945

### Facility Management

Rm: 3E-16

706-787-3066

### Emergency Management

Bldg 319

706-787-8449

### Hazardous Material Spills

706-787-6246



# Visitors and Contractors Information Guide



Welcome to Dwight David Eisenhower Army Medical Center (DDEAMC). We take pride in providing a safe work environment for our contractors and visitors. As a worker or guest at Fort Gordon, you should be aware that DDEAMC is participating in the OSHA Voluntary Protection Programs (VPP), and as such you should expect to see a higher interest in safety than you may experience at other places. Everyone is expected to cooperate in our VPP efforts. The requirements in this brochure are mandatory, and can result in removal from the installation if not followed. Be safe!

**1. STANDARDS.** Contractors and visitors shall comply with all requirements of the Occupational Safety and Health Administration (OSHA), The Department of the Army Regulation 385-10, and The Department of the Army Engineering Manual (AEM) 385-1-1 as applicable to the work being performed.

**2. VEHICLE REQUIREMENTS.** All non-government vehicles are required to be registered with and show proof of insurance to the Visitors Center for use at Fort Gordon, GA. Operators must possess a valid driver's license and follow all existing traffic rules that apply to other motor vehicles operated on Fort Gordon. Contractors and visitors operating vehicles aboard the installation must adhere to posted speed limits and seat belt usage. The use of cell phones while operating a vehicle is prohibited. All cranes operations shall be performed IAW 29CFR 1926.Subpart N, and EM 385-1-1. Lift plans must be submitted for review prior to operations.

### **3. PERSONAL PROTECTIVE EQUIPMENT (PPE).**

Visitors shall utilize PPE such as ear plugs, protective eyewear, hardhats, etc., in posted work areas and as instructed by their QAs. Contractors shall ensure their workers utilize foot, hearing, and eye protection, respirators, and other PPE appropriate to the hazards and OSHA requirements for work performed. Energy control (lockout/tagout) shall be used when working on equipment with live or residual energy sources. Personnel performing work along the installation roadways shall wear a brightly colored orange or yellow vest.

**4. CONFINED SPACES.** Visitors shall not enter confined spaces except under direct escort by qualified personnel. Contractor personnel shall not enter any confined space until the space has been certified. The contractor is responsible for conducting the certification for their employees. DDEAMC will not provide these services.

**5. SCAFFOLDS AND LADDERS.** Scaffolding and ladders shall be constructed and marked in accordance with EM 385-1-1 and/or OSHA requirements. All contractors requiring the use of ladders will coordinate through J&J Maintenance for ladder training and above the ceiling permits. Scaffolding over six-feet high shall have guardrails and be secured against falling. Fall protection shall be worn when working at heights over four feet, working in aerial work platforms, or rooftops. Fall protection anchorage points shall be installed per the contractor's qualified person.

**6. DIGGING PERMITS.** Prior to any digging operations, a digging permit **MUST** be obtained from the Department of Public Works. All trenches and holes will be properly identified by use of barricades and warning signs, and at night by flashing lights.

**7. TRAINING.** Contractors are expected to provide appropriate safety and health training to their employees, covering general safety rules and VPP participation, contract specific safety requirements, job hazards and protective measures, emergency procedures, and employee rights under the OSH Act.

**8. HAZARDOUS MATERIALS.** For all Hazardous Materials (HAZMAT) introduced to DDEAMC, provide the Safety Office with a copy of all Safety Data Sheets (SDS) for review. Ensure contract employees are trained regarding the federal and state Right-to-Know Law, reading and locating appropriate SDS, and "documented training" for safe handling of each hazardous material they are expected to use during the contract life.